

PART II

TRAVEL ALLOWANCES

The rates of Travel Allowance payable to councillors who incur expenditure on those approved duties specified in Part I of this Schedule are as follows:

Public Transport

Councillors can only claim the costs of an ordinary fare (or special, cheaper fare if available) when using public transport. For all forms of transport, Councillors should only claim the standard or second-class fare. If travelling by ship or rail there may be occasions when first class facilities are available at rates not dissimilar to standard or second-class, in which case, it may be prudent to take advantage of other non-financial benefits that first class travel brings when such benefits relate to the Council or the functions of the Council being exercised by the Member concerned.

The following additional costs can also be claimed:

- (a) Pullman or similar supplements, seat reservation costs and the costs of depositing or portering luggage; and
- (b) Sleeping accommodation supplements when travelling overnight. But, if this allowance is claimed, any subsistence allowance also claimed for that night must be reduced by one third.

Councillors' Private Motor Vehicles

Councillors can claim the following amounts for using their own transport on Council business (HMRC Business Mileage Rates):

Type of vehicle	Pence per mile
Motor Bikes:	24 pence
Cars	45 pence for the first 10,000 business miles in a tax year, then 25 pence for each subsequent mile.
Cycle	20 pence

Taxi-cab

The rate for travel by taxi-cab shall not exceed:

- (a) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid, and
- (b) in any other case, the amount of the fare for travel by appropriate public transport.

Hired Motor Vehicle

The rate for travel by a hired motor vehicle other than a taxi-cab shall not exceed the rate which would have been applicable had the vehicle belonged to the Member who hired it.

Provided that where the Council so approves the rate may be increased to an amount not exceeding the actual cost of hiring.

Air

The rate for travel by air shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in subsistence allowance consequent on travel by air.

Provided that where the Council resolves, either generally or specifically, that the saving in time is so substantial as to justify payment of the fare for travel by air, there may be paid an amount not exceeding:

- (a) the ordinary fare or any available cheap fare for travel by regular air services, or
- (b) where no such service is available or in case of urgency, the fare actually paid by the Member.